INSPECT Pharmacy Upload Manual

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IMPORTANT NOTICES

IF YOUR SOFTWARE COMPANY OR CORPORATE OFFICE IS SUBMITTING YOUR DATA ON YOUR BEHALF, PLEASE SIMPLY KEEP THIS INFORMATION FOR YOUR RECORDS.

ALL OTHER DATA SUBMISSIONS (CD-Rom, Diskette, etc.) SHOULD BE MAILED TO:

INSPECT Program
402 West Washington Street, Room W072
Indianapolis, IN 46204

**PAPER SUBMISSIONS ARE NOT ACCEPTED.

FILE FORMAT
Please see the file formatting requirements on pages 8-12 of the INSPECT manual. (Available at www.in.gov/inspect)   A demo file is available upon request to inspect@pla.in.gov.

FILENAME FORMAT
Prior to uploading and selecting the file you wish to upload, you should name the file according to the following format: "username.date of submission.dat". For example, if your username is "150002" and the date of submission for the file is "01/01/05", the filename would read: "150002010105.dat"

FIRST DATE OF SUBMISSION
Your pharmacy's first data submission should be made by February 15, 2005.
If you would like to make multiple uploads to minimize the file size, please do so and distinguish each upload by including the number of upload in the filename mentioned above. (IE The first upload would read: "1500020101051.dat"; the second upload would read: "1500020101052.dat").

SUBSEQUENT DATA SUBMISSIONS
Your pharmacy's subsequent data submissions should be made every **7** days thereafter.

WEBSITE FOR PHARMACY UPLOAD
https://extranet.pla.in.gov/PMPWebCenter/Login

PHARMACY UPLOAD INSTRUCTIONS

Uploading a prescription .dat file
The File Upload section allows authorized pharmacy users to upload their own prescription data files.

Step	Action
1	From the menu bar, click **Upload Center.** The *Pharmacy Upload* submenu appears with **File Upload** and **View Uploaded Files** as options. Click **File Upload** and the **Pharmacy File Upload** page appears.
2	From the **Pharmacy File Upload** page, click the **Browse** button and select the file you want to upload. (ex: 1505327.272010.dat)
3	Click the **Upload** button to upload the file to the system.
4	The system will respond with a message to indicate whether the upload was successful or not and also give you a generated logical name for the file you uploaded if the upload was successful. **If you do not see the **Pharmacy Upload** tab on the left, you are most likely logged into an individual account used to search patient Rx history reports. Logout, and log back in using the Pharmacy NABP number or your mass data login number as your username. If you do not remember your username or password, email inspect@pla.in.gov
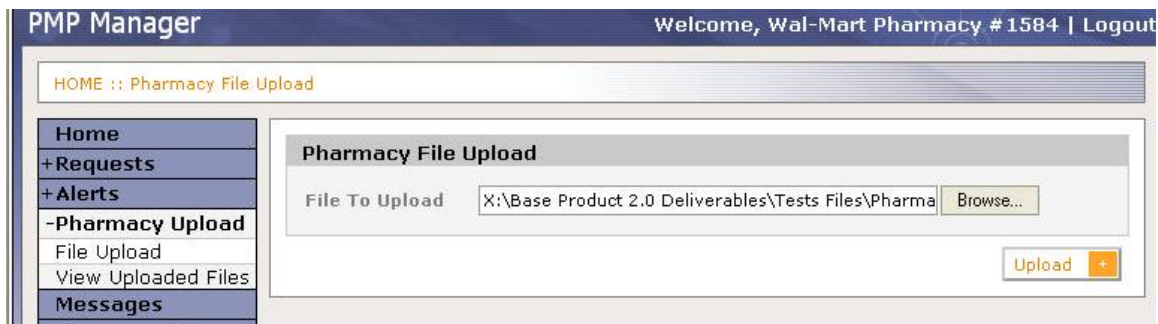
Viewing and printing summary of uploaded prescription data files
The View Uploaded Files section allows authorized pharmacy users to view the prescription data files that they have uploaded and print a summary report of the same.

Step	Action
1	From the menu bar, click **Upload Center.** The *Pharmacy Upload* submenu appears with **File Upload** and **View Uploaded Files** as options. Click **View Uploaded Files** and the **Pharmacy View Uploaded Files** page (as shown below) appears. This page displays all files uploaded by you in reverse chronological order starting with the latest.
2	To view files uploaded by you within a specific period, enter the **From Date** and **To Date** for the period and click on the **Search** button.
3	To print a summary report of all the files uploaded by you, click on the **Print Report** button. The system opens a new window and displays the report as a PDF file. Click on the printer icon to print a report of the same.
4	To print a summary report of all the files uploaded by you within a specific period, enter the **From Date** and **To Date** for the period and click on the **Print Report** button. The system opens a new window and displays the report as a PDF file. Click on the printer icon to print a report of the same.

Pharmacy View Uploaded Files page descriptions

Fields/Buttons:	Descriptions:
File Name	The external file name (when uploaded) for the prescription file.
Date Uploaded	The date the prescription data file was uploaded.
Status	The current status of the uploaded file – Processed, Awaiting Processing, etc.
No. of Records	The number of records processed from the file.
No. of Errors	The number of records that had errors in the file.
Print Icon	Click on this icon to print a report of that file.
Filter Parameters	
From Date	Enter the from date to search for files uploaded within a specific period.
To Date	Enter the to date to search for files uploaded within a specific period
Search button	Click on this button to search for files uploaded within the period specified by the From and To date parameters.
Print Report button	Click on this button to print a summary report of all files uploaded within a specific period.

Printing processing details of an uploaded prescription data file

The View Uploaded Files section allows authorized pharmacy users to view the processing details of a prescription data file that they have uploaded and print a report of the same.

Step	Action
1	From the menu bar, click **Upload Center.** The *Pharmacy Upload* submenu appears with **File Upload** and **View Uploaded Files** as options. Click **View Uploaded Files** and the **Pharmacy View Uploaded Files** page (as shown below) appears. This page displays all files uploaded by you in reverse chronological order starting with the latest.
2	Click on the row that displays the file you want to view processing details for.
3	The system opens a new window and displays the processing details as a PDF document. Click on the printer icon to print a report of the same.

Frequently Asked Questions

1. Q: What forms of ID are approved beyond state generated picture ID or military ID?
A: Identification number is defined under IC 35-48-7-5 (please see below)

2. Q: Do locations that service jail populations need a state ID for Controlled Substance dispensing?
A: No.

3. Q: Which ID is more important? Person dropping off the Rx or the person picking up the Rx?
A: The law does not specify which is more important, it only states that the recipient's or recipient's representative's identification must be transmitted each time a controlled substance is dispensed.

4. Q: What should I use for a customer ID number if no license or SSN is available?
A: It is acceptable to use the program designated number "9999999" to submit for a customer ID if none is available.
      IC 35-48-7-5:
      (2) The identification number or phrase designated by the central repository.
      As added by P.L.163-1994, SEC.5.

5. Q: Does the ID need to be written on the hard copy of the Rx, as well as entered on the computer?
A: No, the Indiana law does not require that the ID number be written on a hard copy.

6. Q: Can data be transmitted more often than every 7 days?
A: Yes.

7. Q: What should be done on refills?
A: The law does not differentiate between initial dispensing and refills.

PLEASE VIEW OUR POLICES OF USE AND RELEVANT STATUTE AT: WWW.IN.GOV/INSPECT

INSPECT Error Correction

Pharmacy locations must correct ALL outstanding errors from file submissions to remain compliant with the Indiana Board of Pharmacy. To correct errors, login to your WebCenter account and open the Upload Center tab. Choose "View Uploaded Files". You can see all the location's file uploads here, including errors. If you click on the number of errors for any file it will show you a copy of the error report which you can use to determine which records need correcting.

There are 4 types of errors which must always be corrected:
1. Missing Information: (ex: Missing Date of birth, Missing Ext. Zip code)
2. Invalid Information: (ex: Invalid date of birth, Invalid Prescriber ID number)
3. "All "#" of rows in this file have errors and this file has been rejected."
4. Record Length Wrong

Missing / Invalid data error
To correct missing or invalid information, place the missing data into your pharmacy software first. Then re-export your .dat submission file from the pharmacy software once the error is corrected. Upload your new .dat file with the corrected information into the WebCenter. ****Note**: An invalid Prescriber ID error must be corrected through the INSPECT office. Please email inspect@pla.in.gov if you receive this error.

All # rows in this file have errors and this file has been rejected"
Your Programmer must integrate delimiters in order for the records to upload properly into the PMP system. Delimiters allow our system to read and know where each record ends. Without delimiters the PMP system will read the entire file as one continuous record.

Record Length Wrong
To correct a record length wrong error, you must download Textpad, a free and safe download available at www.textpad.com, it is very similar to Notepad except that Textpad will tell you the position of your cursor. (This is useful to ensure the data is in the proper corresponding fields.) A Record Length Wrong error is usually the result of one of the two following situations. Review your .dat file in Textpad to determine which solution is needed to fix your error. Once you have Textpad, right click on your .dat file and choose Textpad to open it.

Situation 1:
See that the last record is pushed forward one space compared to the rest of the lines. (See first screenshot.) Place your cursor in front of the ASB and press the Backspace key once, this should line up the records. Be sure to re-save the .dat file once you have made this change. Then upload that saved file with your next batch and that should correct the record length wrong error.
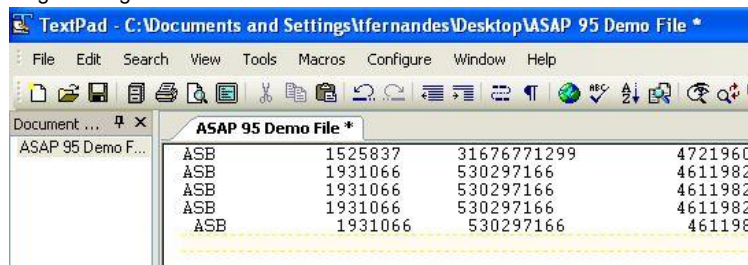
Situation 2:
If your error report shows an ☐ immediately following the 1 or 0 after a patient's zip code, it must be removed from the .dat file. Open the .dat file in Textpad and scroll down to the end of the file to locate the ☐. (See second screenshot) It always occurs right after the last record in the file. Place your cursor right behind the square ☐ and delete it. Resave the .dat file, and then re-upload the .dat file to the WebCenter.

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ASB    01011522691    8914000122    4741995822112009020606C
ASB    01011522691    1360098082    4741961012712009020606C
ASB    01011522691    8934943130    4781993102112009020606C
ASB    01011522691    8934943130    4781997091112009020606C
ASB    01011522691    1360085493    4741950022222009020606C
ASB    01011522691    8935812227    4741944021222009020606C
ASB    01011522691    8906654129    4741942062412009020606C
ASB    01011522691    1360022982    4781958021222009020606C
ASB    01011522691    8903776942    4741946011822009020606C
ASB    01011522691    8912615529    4741952020722009020606C
0
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RELEVANT PORTIONS OF INDIANA LAW

IC 35-48-7-2.9

"Dispense" defined

   Sec. 2.9. (a) As used in this chapter, "dispense" has the meaning set forth in IC 35-48-1-12.

  (b) The term does not apply to the following:

    (1) A drug administered directly to a patient.

    (2) A drug dispensed by a practitioner, if the quantity dispensed is not more than a seventy-two (72) hour supply of a controlled substance listed in schedule II, III, IV, or V as set forth in IC 35-48-3-9.

IC 35-48-7-5

Sec. 5. As used in this chapter, "identification number" refers to the following:

(1) The unique number contained on any of the following:

(A) A valid driver's license of a recipient or a recipient's representative issued under Indiana law or the law of any other state.

(B) A recipient's or a recipient representative's valid military identification card.

(C) A valid identification card of a recipient or a recipient's representative issued by:

(i) the bureau of motor vehicles as described in IC 9-24-16-3; or

(ii) any other state and that is similar to the identification card issued by the bureau of motor vehicles.

(D) If the recipient is an animal:

(i) the valid driver's license issued under Indiana law or the law of any other state;

(ii) the valid military identification card; or

(iii) the valid identification card issued by the bureau of motor vehicles and described in IC 9-24-16-3 or a valid identification card of similar description that is issued by any other state;

of the animal's owner.

(2) The identification number or phrase designated by the central repository.

As added by P.L.163-1994, SEC.5.

IC 35-48-7-6

Sec. 6. As used in this chapter, "recipient" means an individual for whom a controlled substance is dispensed.

As added by P.L.163-1994, SEC.5.

IC 35-48-7-7

Sec. 7. As used in this chapter, "recipient representative" means the individual to whom a controlled substance is dispensed if the

recipient is either less than eighteen (18) years of age or unavailable to receive the controlled substance.

As added by P.L.163-1994, SEC.5.

IC 35-48-7-8.1

Controlled substance prescription monitoring program; information; prescription forms

  Sec. 8.1. (a) This section applies after June 30, 2007.

  (b) The advisory committee shall provide for a controlled substance prescription monitoring program that includes the following components:

    (1) Each time a controlled substance designated by the advisory committee under IC 35-48-2-5 through IC 35-48-2-10 is dispensed, the dispenser shall transmit to the INSPECT program the following information:

(A) The controlled substance recipient's name.

(B) The controlled substance recipient's or the recipient representative's identification number or the identification number or phrase designated by the INSPECT program.

(C) The controlled substance recipient's date of birth.

(D) The national drug code number of the controlled substance dispensed.

(E) The date the controlled substance is dispensed.

(F) The quantity of the controlled substance dispensed.

(G) The number of days of supply dispensed.

(H) The dispenser's United States Drug Enforcement Agency registration number.

(I) The prescriber's United States Drug Enforcement Agency registration number.

(J) An indication as to whether the prescription was transmitted to the pharmacist orally or in writing.

(K) Other data required by the advisory committee.

(2) The information required to be transmitted under this section must be transmitted not more than seven (7) days after the date on which a controlled substance is dispensed.

(3) A dispenser shall transmit the information required under this section by:

(A) uploading to the INSPECT web site;

(B) a computer diskette; or

(C) a CD-ROM disk;

that meets specifications prescribed by the advisory committee.

Please forward all inquiries to inspect@pla.in.gov .